

DOCUMENT NAME: Continuous Travel Orders**DOCUMENT TYPE: 13**

1. **Description:** Travel orders issued on a continuing basis (monthly, quarterly, annually).
2. **Primary Forms:** DD-1351-2, Travel Voucher or Subvoucher
3. **Related Forms:** CG-4251, Military and Civilian (TAD/TD) Request and Travel Orders
CG-5131, Standard Travel Orders For Military Personnel (refer to Figure 12C-21)

4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 1304904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
13	04	90	4	F	AB	001	

5. **Accounting Line:** If multiple lines are used, a different suffix is required for each line starting with 000.

SAMPLE: 2/F/401/136/30/0/AB/12345/2100 (See Note)

Note: For reimbursable travel be sure to include the reimbursable number after the object class code. For further information see Chapter 9.

6. **FINCEN Critical Processing Requirements:**

- a. Issuing units must ensure travel orders CG-4251 or CG-5131 are completed in entirety. The following information is critical for processing:
 - (1) Name and SSN of traveler.
 - (2) Accounting data - CG-4251, block 14; CG-5131, block 7.
 - (3) Standard document number - CG-4251, block 15 under Document ID, Travel Order Number (TONO) heading; CG-5131, block 7 under Document Identification Number heading.
 - (4) Appropriate Treasury Symbol (Appendix B) - CG-4251, block 12; CG-5131, block 10.
 - (5) Estimated cost - CG-4251, block 15; CG-5131, block 7.

6. a. (6) Civilian Mileage/Per diem- CG-4251, blocks 16 and 17 must be completed for civilian personnel.
7. **Other Information:** A different suffix must be assigned for each member traveling under group orders. Begin with suffix 001 and number each traveler consecutively.
8. **FPD Information:**
- a. Travel orders (CG-4251) are created in the Requisitions Applet. Generic input is made through Simplified Acquisitions under the Miscellaneous Icon. If a Government Transportation Request (GTR) or Scheduled Airline Travel Office (SATO) ticket is issued for transportation, see document type 14 in this Chapter.
- b. Obligation will transmit electronically via FPD.
- c. A copy of this document is NOT to be mailed to FINCEN if the obligation is transmitted via FPD.

9. **Document Flow:**

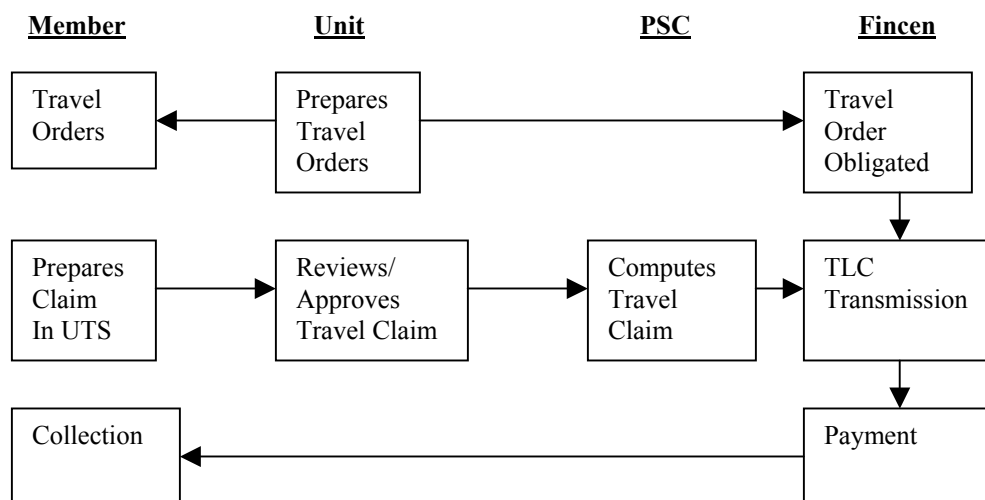


Figure 12C-9 Travel – TDY/Continuous

9. a. Figure 12C-9 describes the procedures for processing Continuous Travel Orders.
- b. The unit prepares the travel orders for the member, retains a copy for the unit files and gives the original copy to the member.
- c. Travel will then be arranged either by the member with their personal Government Travel card or by the unit's corporate travel card. If a Government Transportation Request (GTR) is involved, see the document type 14 section of this chapter.
- d. When a cash advance is required and the member does not have a Government Travel card, the unit prepares a SF-1038 for the member. Advances may be paid via cash or traveler's checks and the SF-1038 is submitted to the authorized approving official for signature. (For more information on Traveler's Checks see Chapter 11). Cash advances are limited to **\$500.00**. The member gives the imprest fund cashier the SF-1038 along with the original and one copy of the travel orders.
- e. The imprest fund cashier endorses the original copy of the travel orders and gives the member the cash advance. The cashier also returns the original copy of the travel orders to the member. The imprest fund cashier forwards the original SF-1038 and a copy of the travel orders weekly to the FINCEN for replenishment
- f. Upon completion of travel, the traveler prepares a DD-1351-2 in UTS and submits it along with the original and three copies of the travel orders to the unit for audit purposes.
- g. The IATS program at PSC computes the claim and transmits it to the FINCEN via the Travel Liquidation Certification (TLC) program. Payment will then be made to the member, if required. See Chapter 11 for more information on TLC. Also see the Travel Advance Control (TAC) section of Chapter 11 if an advance has been made.
- h. If the travel is for another government agency on a reimbursable basis, a copy of the agreement must be FAXED to the FINCEN (OGR) at (757) 523-6024 at the time the order is created. See the Reimbursable Travel section of Chapter 9.
- i. TAD and Reserve Training spanning more than one FY are discussed in Chapter 11, paragraph 21, Section II on fiscal year closeout procedures. Most expenditures are prorated to each FY, but airfare is charged to the FY in which the travel began.

10. Sample Forms: See Figures 12C-10 and 12C-11.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1304904FAB001000	051	04216FHBF	12345	2100	0.00	150.00	0.00	0.00
1304904FAB001000	0512	04259FHXB	12345	2100	0.00	150.00-	0.00	0.00
1304904FAB001000	102F	04259FHXB	12345	2100	0.00	0.00	0.00	150.00

12. References:

- a. COMDTINST M4600.17, Coast Guard Supplement to Joint Federal Travel Regulations, Volume I.
- b. COMDTINST 4600.14A, Travel Charge Card Program.
- c. COMDTINST M7210.1B, Certifying and Disbursing Manual.
- d. COMDTINST 12570.4, Civilian Travel Management Program.
- e. DOT Order 1500.6, Travel Manual.
- f. Joint Federal Travel Regulations, Volume I.

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.											
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Tvl Charge Card \$				2. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> Member/ Other <input type="checkbox"/> Employee Dependent(s) <input type="checkbox"/> PCS DLA				3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER							
4. NAME (Last, First, Middle Initial) (Print or type) Smith, John				5. GRADE SK1		6. SSN 123-12-1234		b. SUBVOUCHER NUMBER							
7. ADDRESS. a. NUMBER AND STREET 1800 Portsmouth Blvd.			b. CITY Portsmouth		c. STATE VA		d. ZIP CODE 23706		c. PAID BY						
8. DAYTIME TELEPHONE NUMBER & AREA CODE 757-396-5731		9. TRAVEL ORDER NUMBER 1304234FAB004		10. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES											
11. ORGANIZATION AND STATION USCGC Eveready, Portsmouth, VA				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)											
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)											
15. ITINERARY				d. COMPUTATIONS											
a. DATE 2004				b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP		e. LODGING COST		f. POC MILES			
1/04		DEP		Home - Portsmouth, Va		PA									
1/04		ARR		Destination				TD				100			
1/05		DEP		Williamsburg, Va		PA				90.00					
1/05		ARR		Home - Portsmouth, Va				MC				100			
		DEP													
		ARR													
		DEP													
		ARR													
		DEP													
		ARR													
		DEP													
		ARR													
		DEP													
		ARR													
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL				4. SUMMARY OF PAYMENT							
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS				(1) Per Diem							
a. DATE		b. NATURE OF EXPENSE		c. AMOUNT		d. ALLOWED		(2) Actual Expense Allowance							
01/04/04		Toll		10.00				(3) Mileage							
01/05/04		Toll		10.00				(4) Dependent Travel							
								(5) DLA							
								(6) Reimbursable Expenses							
								(7) Total							
								(8) Less Advance							
								(9) Amount Owed							
								(10) Amount Due							
				19. GOVERNMENT/DEDUCTIBLE MEALS											
								a. DATE		b. NO. OF MEALS		a. DATE			
20.a. CLAIMANT SIGNATURE Signature Required				b. DATE 01/06/04		c. SUPERVISOR SIGNATURE				d. DATE					
21.a. APPROVING OFFICER SIGNATURE Signature Required												b. DATE			
22. ACCOUNTING CLASSIFICATION 2/F/401/136/30/0/AB/12345/2100 Treasury Symbol: 7040610															
23. COLLECTION DATA															
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)				28. AMOUNT PAID					

Figure 12C-10 DD-1351-2, Travel Voucher or Subvoucher

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-4251		MILITARY TEMPORARY ADDITIONAL DUTY(TAD) OR CIVILIAN TEMPORARY DUTY(TD) REQUEST AND TRAVEL ORDER				SOCIAL SECURITY NO. 	
When signed by Authorizing Officer, this form becomes an Official Travel Order. Request below named person be authorized to perform the following TAD/TD on official business of the Coast Guard.							
1. NAME 		2. GRADE/RATE GS12		3. DIV/BRANCH SA		4. EXT (757) 523-6563	
5. DEPARTURE DATE 06/20/2004		6. ESTIMATE DAYS ABSENT		7. ESTIMATED COST \$4,000.00		8. REPEAT TRAVEL ORDERS FOR THE PERIOD FROM: 06/20/2004 TO: 09/30/2004	
A. Command, District, Firm or Organization. (List in sequence)				B. LOCATION		C. DATE/TIME (if critical)	
9. GCE				RESTON, VA		06/20/2004	
						D. REVISIT (yes/no) No	
10. REQUEST				11. MODE OF TRAVEL			
A. <input type="checkbox"/> REGIS. FEE \$0.00 <input type="checkbox"/> NOT APPVD. <input type="checkbox"/> NOT AUTH. B. <input type="checkbox"/> EXCESS BAGGAGE () LBS. <input type="checkbox"/> NOT APPVD. <input type="checkbox"/> NOT AUTH. C. <input type="checkbox"/> LOCAL TRAVEL-TAXI <input type="checkbox"/> NOT APPVD. <input type="checkbox"/> NOT AUTH. D. <input type="checkbox"/> 1 ST CLASS JET <input type="checkbox"/> NOT APPVD. <input type="checkbox"/> NOT AUTH. E. <input type="checkbox"/> U-DRIVE/GSA VEHICLE <input type="checkbox"/> NOT APPVD. <input type="checkbox"/> NOT AUTH. F. <input type="checkbox"/> DAYS LEAVE <input type="checkbox"/> NOT APPVD. <input type="checkbox"/> NOT AUTH.				<input type="checkbox"/> COMMERCIAL CARRIER <input type="checkbox"/> GOVT. CONVEYANCE <input type="checkbox"/> NOT APPVD. <input type="checkbox"/> NOT AUTH. <input checked="" type="checkbox"/> PRIVATELY OWNED CONVEYANCE <input checked="" type="checkbox"/> It has been administratively determined that this method of travel is more advantageous to the Government, IAW JTR, M4204.5.b <input type="checkbox"/> The total cost to the Government, including per diem, does not exceed the total cost of travel by common carrier, including per diem. (Civilians only).			
12. PURPOSE OF TRAVEL AND JUSTIFICATION(S) FOR REQUIREMENTS CHECKED IN ITEM 10, AND/OR 11. PURPOSE: CGOF TESTING AND WORKSHOPS POV: AUTH QTRS AND MESSING: NOT AVAILABLE SNM IS A CARDHOLDER							
13. DATE 06/16/2004		TRAVEL REQUESTED BY (Signature and Position Title) 					
14. Except as noted, TAD/TD is approved and chargeable as below.							
D I S T	APPN. CODE	LIM. CODE	ALLOT. FUND	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT ID.
	TYPE	FY	TONO NO.	SUFFIX	ESTIMATED COST		
F	401	136	300	RL	51800	2109	13 04 904FRL735 000 \$4,000.00
14 a. DATE 06/16/2004		SIGNATURE (Approving Official) Clevon W. Daye, Yeoman				15 a. DATE SIGNATURE (Accounting Division/Branch)	
16. Authorized Civilian mileage. (See DOT Travel Manual, 1500.6, Appendix C.) C \$0.00 NONE <input type="checkbox"/> NTE COST BY COMMON CARRIER INCLUDING PER DIEM				17. Authorized CIVILIAN per diem. (See DOT Travel Manual, 1500.6, Appendix D/Chapter 4, respectively.) C \$0.00 PLUS LODGING NTE \$0.00 <input type="checkbox"/> TRAVEL OF 24 HOURS OR LESS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> OTHER (specify)			
DATE				SIGNATURE (Authorizing Official, Items 16 and 17)			
18. FROM: CO, USCG, FINCEN TO:							
1. Except as noted, the approved TAD/TD is authorized and directed. Proceed and report to the places and in the order listed in Item 9, above. Deviations should not be made to visit places or areas not listed in Item 9, above, without prior written or verbal orders from proper authority. Upon completion of the TAD/TD directed, return to this command and resume your regular duties. (Military per diem is authorized as prescribed in Joint Travel Regulations.)							
DISTRIBUTION:							
19. DATE		SIGNATURE (Authorizing Official) Clevon W. Daye, Yeoman					

Figure 12C-11 CG-4251. Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Request and Travel Order

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